

SSSC meeting

January 9, 2004

(Held in Room 750 of the Truman State Office Building)

Attending:

Keith Russell, Office of Administration
Ron Hooker, Agriculture
Glenda Verslues, Conservation
Julie Ives, Corrections
Steve Taylor, Corrections
Jim Hobbs, Economic Development
Stephen Waters, Economic Development
Bryan Howard, Elementary and Secondary Education
Mark Doerner, Insurance
Steve Dunn, Labor & Industrial Relations
Lynn Carter, Mental Health
Jenny Wiley, Mental Health
Stephan B. Moody, Natural Resources
Tom Fast, Revenue
Marcus Monroe, Social Services
Jean Endsley, Transportation
Duane Amos, Transportation
Kim Arnold, Secretary of State
John Schumert, OCCU-TEC
Skuli Gudmundsson, OCCU-TEC
Janice Steenburgen, Office of Administration

Chairperson, Jean Endsley opened the meeting and welcomed everyone to the Committee's first meeting for the year 2004. She invited everyone at the meeting to introduce themselves, and then the Committee congratulated Steve Waters on his 50th birthday. Next, Jean took up the minutes of the previous meeting, which were adopted.

Because this meeting was, according to the Committee's by-laws, its "annual meeting," Jean pointed out it was appropriate to consider whether the by-laws needed any amendments. Several of the Committee's longer-term members discussed the Committee's history for the benefit of the newer participants. Ultimately, no amendments to the by-laws were offered.

Next, Keith Russell gave a presentation regarding the Federal Emergency Management Agency (FEMA) program he attended in Emmetsburg, Maryland. He attended the program along with approximately 60 other people, which was held on the campus of the

National Fire Academy. The program was an exercise-based event designed to allow officials to receive training via simulations in order to address issues relating to coordination, cooperation and communication between different local agencies responsible for responding to emergencies. Keith said that a considerable amount of time was devoted to discussions about “mutual aid agreements,” which are apparently a prerequisite to receiving certain federal emergency monetary aid.

The Committee members then discussed whether state agencies had the type of mutual aid agreement language necessary to permit federal emergency reimbursement. Lynn Carter from the Department of Mental Health said that the typical aid agreements in state government are generally not specific enough to result in reimbursement, and that many of the agreements are informal. A sub-committee was formed to look into this issue, made up of Keith, Steve Moody, Julie Ives, and Steve Waters.

Lynn Carter attended the FEMA course too, and distributed a one-page handout to the members. She said that the concept of “emergency planning” covers a broad array of topics, from fires and terrorism to whether your personnel are in a position to help a sick person in one of your building’s restrooms. The welfare of employees and their families are an important consideration. You need to keep concepts simple for the employees, but managers need to consider the complexities. One concept in coordination is that others can’t help you unless they know how you are responding to the situation. Trust in emergency personnel and confidence in their preparation is both very important for success in a crisis. She said that the Department of Mental Health is willing to assist other agencies. (She also mentioned that a poster was available that outlines the proper responses to chemical, biological and nuclear emergencies. Use the web address <http://www.ndu.edu/ctnsp/WMD%20Poster.pdf> to obtain the poster, which is downloadable in either poster or legal format.

Next, Steve Taylor discussed how the Department of Corrections uses the data John Schumert of OCCU-TEC provides. The information begins with the Initial Injury Report form. Consistent coding of the injury information on this form across different facilities, divisions and locations is important in order to allow meaningful analysis of the data. The Department of Corrections has some 11,000 employees; while their “custody” staff has a high incidence rate of injuries, their “cooking” staff’s incidence rate is higher still. An analysis of the data allows the Department to identify problems and target solutions. Skuli Gudmundsson said this type of data utilization allows agencies to be “proactive” rather than “reactive.” Jean pointed out that MoDOT, which is not under the state Central Accident Reporting Office (CARO) does something very similar.

Then, John Schumert discussed the latest state and agency statistics. He contrasted the state’s information with that found in the federal OSHA 300 log. While the latter approach is what the private sector uses, the OSHA data is less current, since it takes about 2 years to collect, organize and publish.

Next, Jean began the roundtable discussion, at which individual agencies discussed recent safety-related developments within their organizations. Jean started the discussions by

passing out an outline of an article on behavior-based safety from the August 2003 issue of *Industrial Hygiene News*. The outline indicated that 80% to 90% of accidents, regardless of the type of work, are caused by critical errors involving the following four unintentional or habitual risk behaviors:

- Eyes not on task.
- Mind not on task.
- Moving into or being in the “line-of-fire.”
- Loss of balance, traction and/or grip.

In addition, four other conditions of “states” the employee is experiencing contribute or sometimes cause the at-risk behaviors. These are:

- Rushing.
- Fatigue.
- Frustration.
- Complacency.

Then Jim Hobbs, the new Committee member from the Department of Economic Development discussed his experience with “root-cause” analysis at the May-Tag Corporation. Under this technique, by the time you have asked “why” five successive times, you have progressively narrowed the focus to where you get at the root cause of the accident. Cross-functional investigation teams help in this regard.

Ron Hooker said that they have a new Director at the Department of Agriculture. Recent accidents have helped him to focus of the issue of safety.

Julie Ives said that Corrections is going to begin random drug testing in March, and will follow the DOT’s approach of screening for five drugs, plus two others.

Steve Moody indicated that DNR has a new risk management employee, and that they are disseminating weekly safety topics within the department. He also discussed on-going driver training, which is mandatory for the 40% of their employees who regularly drive state vehicles. On a related matter, Jean Endsley discussed her frustration with MoDOT’s inability to get workers’ compensation administrative law judges to reduce benefits to injured workers by 15% for failing to wear a seatbelt. Apparently, the ALJs use the rationale that the notices are not posted *inside* the vehicles. Mark Doerner offered the assumption that the reason the ALJs do this is because of the directive in Section 287.800, RSMo that the work comp laws be “liberally construed.”

Steve Dunn said that the Department of Labor and Industrial Relations made good progress in 2002.

Glenda Verslues said that at Conservation, she is re-doing reports in order to adjust to a re-organization. She also mentioned a possible speaker for the Committee on the topic of West Nile Virus.

Keith Russell mentioned that the Office of Administration was continuing to make their workplace violence program available. Anyone interested can call Karen Witt at 522-1816. He indicated that this program is proof that you can talk department directors into allowing training for their staffs. He also mentioned that they are reviewing their training on threatening telephone calls, and that, since we currently conduct fire and severe weather drills, we could do bomb drills as well.

Finally, after a discussion by Jean Endsley and Lynn Carter about domestic violence and whether employers should be alerted to the existence of protective orders, the meeting was adjourned. The next meeting was scheduled for April 2, 2004 in Room 470 of the Governor's Office Building.